



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

**for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013**
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Shakopee *County: Scott
(city, county, municipality, government agency or other entity)

*Mailing address: 129 S. Holmes Street

*City: Shakopee *State: MN *Zip code: 55379

*Phone (including area code): 952-233-9300 *E-mail: engineering@ci.shakopee.mn.us

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Swentek *First name: Joe
(department head, MS4 coordinator, consultant, etc.)

*Title: Project Engineer

*Mailing address: 500 Gorman Street

*City: Shakopee *State: MN *Zip code: 55379

*Phone (including area code): (952) 233-9363 *E-mail: jswentek@ci.shakopee.mn.us

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Carlson First name: Jesse
(department head, MS4 coordinator, consultant, etc.)

Title: WSB & Associates

Mailing address: 477 Temperance Street

City: St. Paul State: MN Zip code: 55101

Phone (including area code): (651) 286-8464 E-mail: jcarlson@wsbeng.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Bruce Loney
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 11/27/13

Mailing address: 400 Gorman Street

City: Shakopee State: MN Zip code: 55379

Phone (including area code): 952-233-9361 E-mail: bloney@ci.shakopee.mn.us

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Joint Powers Agreement for Construction, Use, Operation, and Maintenance of Prior Lake Outlet Channel – Agreement defines maintenance responsibilities and restricts discharge rates	MCM 5, 6

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Chapter 16, Water Resources Management

Direct link:

*[http://www.ci.shakopee.mn.us/pages/Public%20Works/Engineering/
Water_Resource_Management_Ordinance08.pdf](http://www.ci.shakopee.mn.us/pages/Public%20Works/Engineering/Water_Resource_Management_Ordinance08.pdf)*

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☐ Policy/Standards ☒ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Chapter 16, Water Resource Management

Direct link:

*[http://www.ci.shakopee.mn.us/pages/Public%20Works/Engineering/
Water_Resources_Management_Ordinance08.pdf](http://www.ci.shakopee.mn.us/pages/Public%20Works/Engineering/Water_Resources_Management_Ordinance08.pdf)*

- ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's construction site stormwater runoff control regulatory mechanism will be updated to be at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. (4): Chapter 16, Water Resources Management; will be amended to include requirements to complete site inspections and records for rainfall events. The amended ordinance will be placed on the City Council's meeting agenda for approval within 12 months following the date permit coverage is extended.

C. (8): Chapter 16, Water Resources Management; will be amended to include the use of BMP's for temporary sediment basins. The City will revise the City Ordinance using the MPCA model erosion and sediment control ordinance as a guideline. The amended ordinance will be placed on the City Council's meeting agenda for approval within 12 months following the date permit coverage is extended.

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☐ Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Chapter 16, Water Resource Management

Direct link:

<http://www.ci.shakopee.mn.us/pages/Public%20Works/Engineering/>

[Water_Resources_Management_Ordinance08.pdf](#)

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No

- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of Total Suspended Solids (TSS).
- 3) Stormwater discharges of Total Phosphorus (TP).

b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No

- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of TSS.
- 3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

a. Limitations

1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☒ Yes ☐ No

- a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- b) Where vehicle fueling and maintenance occur.
- c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
- d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse ☐ Yes ☒ No

impacts to groundwater, when the infiltration device will be constructed in areas:

- a) With predominately Hydrologic Soil Group D (clay) soils.
- b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
- c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
- d) Where soil infiltration rates are more than 8.3 inches per hour.

- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☒ Yes ☐ No
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No

5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☒ Yes ☐ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☒ Yes ☐ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.2.a. Amend current post-construction stormwater ordinance. The current ordinance includes provisions for requiring volume control; however not for maintaining TSS and TP during new development. The City will amend the ordinance to include provisions for maintaining TSS and TP. These amendments they will be placed on the City Councils meeting agenda for approval within 12 months following the date permit coverage is extended.

B.2.b. Amend current post-construction stormwater ordinance to reduce runoff volumes, TSS, and TP during redevelopment. The City will draft these amendments and they will be placed on the City Council's meeting agenda for approval within 12 months following the date permit coverage is extended.

B.3.a.2: The City will amend the ordinance to include restricting the use of infiltration techniques for post-construction stormwater management as described in the Permit (PartIII.D.5.a(3)(a).2). This will occur on the same schedule as in B.2.b.

B.3.a.3: The City will amend the ordinance to include the exceptions for linear projects as described in the Permit (PartIII.D.5.a(3)(b)). This will occur in the schedule as in B.2.b.

B.4.a.: The City will amend the ordinance to include order of preference for selecting mitigation project areas as described in the Permit (PartIII.D.5.a(4)(a)). This will occur on the same schedule as B.2.b.

B.4.b.: The City will amend the ordinance to include requirements for the creation of mitigation projects as described in the Permit (PartIII.D.5.a(4)(b)). This will occur on the same schedule as B.2.b.

B.4.c.: The City will amend the ordinance to include the restriction from using routine maintenance of structural BMPs to meet the requirements for mitigation projects as described in the Permit (PartIII.D.5.a(4)(c)). This will occur on the same schedule as B.2.b.

B.4.d.: The City will amend the ordinance to include the requirement to complete mitigation projects within 24 months after the start of the original construction activity as described in the Permit (PartIII.D.5.a(4)(d)). This will occur on the same schedule as B.2.b.

B.4.f.: The City will amend the ordinance to mandate that money received from an owner/operator of construction activity, in lieu of meeting the conditions for post-construction stormwater management, shall be used for a public stormwater project as described in the Permit (PartIII.D.5.a(4)(f)). This will occur on the same schedule as B.2.b.

B.5.c.: The City will amend the ordinance to include conditions to address BMP modification in the future as described in the Permit (PartIII.D.5.a(5)(c)). This will occur on the same schedule as B.2.b.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

The City has ERPs for construction site erosion and sediment control and post-construction stormwater management. The City will revise the existing Chapter 16, Water Resources Management to include ERPs to address non-stormwater discharges associated with illicit discharge. This will be completed within 12 months of the date that permit coverage is extended.

B. Describe your ERPs:

City Code: Chapter 16, Water Resource Management

The current ERPs are included in the following City Code: Chapter 16, Water Resources Management.

The City Code includes the following enforcement mechanisms:

- Notice of Failure of Erosion Control Measures*
- Stop work orders*
- Financial security*
- Withholding of inspections*
- Withholding the issuance of certificate of occupancy*
- Public Nuisance*
- Misdemeanors*

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The GIS storm sewer system map is updated as the City inspects their system and completes public projects. The City GIS specialist updates and maintains all of the City's GIS Information.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

B.2.: The City will amend the storm sewer system map to include the identification of outfalls. This will occur within 12 months following the date permit coverage is extended. Storm sewer discharging into receiving waters is identified and will be used to assist in making this determination.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

D.1. The City GIS specialist will update the storm sewer map to include a geographic coordinate for each stormwater feature inventoried as described in the Permit (Part III.C.2.b).

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The City of Shakopee is comprised of a large percentage of single family residential. The other land uses include industrial, commercial, multi-family residential, and parks. The priority of the education program has been mainly centered on issues associated with single family residential. The City sends educational information using the following:

- Quarterly Newsletter

- Quarterly e-newsletter
- Annual utility mailer
- Booth at derby day (Soil & Water Conservation District)
- Website

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Website	<p>The City will update their web page to include water resource related issues. The City will update its existing webpage with additional water resource related information.</p> <p>This BMP will be implemented into the new permit term and incorporated into the BMP with the title "Education Activity Implementation Plan".</p>
Education Program Distribution	<p>The City will produce and distribute articles and information on the City's Storm Water Pollution Prevention Plan including information on the annual public meeting, illicit discharges, erosion control, shoreline management, composting and pollution prevention and other applicable best management practices. This publication will be distributed through City mailings, website postings, and newsletters.</p> <p>This BMP will be implemented into the new permit term.</p>
Coordination of Education Program	<p>The City will continue to coordinate the educational program with City departments, cities, local organizations, state agencies, and other outside organizations to develop, present, and distribute the most up to date stormwater pollution prevention information available.</p> <p>This BMP will be implemented into the new permit term.</p>
Newsletter	<p>Published stormwater pollution prevention related articles in the quarterly Newsletter to spread awareness of stormwater related issues.</p> <p>This BMP will be implemented into the new permit term and incorporated into the BMP with the title "Education Activity Implementation Plan".</p>
Brochures	<p>Educational brochures will encourage best management practices, increase awareness of non-point source pollution, and provide local contact information for residents to request further information on specific stormwater topics. Brochures will be made available at the City Hall annually and on the City website.</p> <p>This BMP will be implemented into the new permit term and incorporated into the BMP with the title "Education Activity Implementation Plan".</p>
BMP categories to be implemented	Measurable goals and timeframes
Education Activity Implementation Plan	<p>Complete outline of education activity implementation program and implementation schedule for the upcoming permit year. This will include a process for prioritizing education into three areas at a minimum and may be based on:</p> <ul style="list-style-type: none"> • Old urban Shakopee • Future TMDLs • Industrial land uses

	<p><i>This will be completed annually by June 30th. The information will be distributed using the following techniques:</i></p> <ul style="list-style-type: none"> - Quarterly Newsletter - Quarterly e-newsletter - Annual utility mailer - Booth at derby day (Soil & Water Conservation District) - Website - Social Media
<i>Social Media Campaign</i>	<i>The City will develop a Social Media Campaign on Facebook or Twitter and post a stormwater related article at least once a quarter. If any important events occur in the City or nearby additional postings will be sent.</i>
<i>Citizen Survey</i>	<i>In the spring of year 1 the City will send out a survey. They survey will gauge each selected household's practices related to a specific MS4 topic. This topic will be featured in the following fall's brochure. This may help the City prioritize their education program.</i>
<i>Education Kiosks</i>	<i>Incorporate educational kiosks into City parks or recreational facilities where water quality improvement projects are completed.</i>
<i>Program Evaluation</i>	<p><i>During yearly SWPPP review, consider which materials are most effective for our program and audiences, Use this information to determine printing numbers for future education materials.</i></p> <p><i>Consider information from citizen feedback related to all aspects of our SWPPP to determine education needs on a yearly basis.</i></p>

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Joe Swentek, Project Engineer

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

An opportunity to hear comments on the SWPPP is provided each year during an annual meeting held in combination with a City Council Meeting.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Follow applicable public notice requirement</i>	<p><i>Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.</i></p> <p><i>This BMP will be implemented into the new permit term.</i></p>
<i>Annual Meeting</i>	<i>The City will hold an annual public meeting to distribute educational materials and present an overview of the MS4 program and the City's SWPPP. Oral and written statements will be received and considered for inclusion into the SWPPP by City staff.</i>
<i>Community Reporting Options and Documentation Procedures</i>	<i>The City will conduct a public meeting and host a website on the City's Stormwater Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP.</i>

	<i>This BMP will be implemented into the new permit term.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Online Availability of Stormwater Pollution Prevention Program Document</i>	<i>Provide an electronic document of Stormwater Pollution Prevention Program document online to allow easier access to these documents.</i> <i>This BMP will be implemented into the new permit term.</i>

3. Do you have a process for receiving and documenting citizen input? ☐ Yes ☒ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

B.3. The City will develop written procedures for receiving, documenting and storing citizen input as described in the permit (Part III.C.2.b). Procedures will be in place within 12 months following the date permit coverage is extended.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Joe Swentek, Project Engineer

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City has an ordinance that prohibits illicit discharges and connections. City Staff and public works employees are trained to look for any signs of an illicit discharge while on the job.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☒ Yes ☐ No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No
- Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
- Procedures for investigating, locating, and eliminating the source of illicit discharges. ☒ Yes ☐ No
- Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☒ Yes ☐ No
- When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2.c., The City will incorporate procedures into the IDDE program for training of all field staff to be knowledgeable about identifying illicit discharges and to understand what to do in the event that an illicit discharge is discovered described in the permit (Part III.D.3.c). Procedures will be in place within 12 months following the date permit coverage is extended.

C.2.d. & e., The City will incorporate procedures into the IDDE program for identifying priority areas and for a timely response to known, suspected, and reported illicit discharges as and the development of ERPs described in the permit (Part III.D.3.c.g). Procedures will be in place within 12 months following the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Storm Sewer System Mapping</i>	<p>The City currently has a map identifying all ponds, lakes, streams, storm sewer pipes and conveyances (equal to or greater than 24") as well as outfalls and discharge points leaving the City. As part of the SWPPP, the City will annually update this map to include changes to the storm sewer system throughout the City, including but not limited to, new development, street improvements, water quality projects, wetland mitigation projects, and any changes to the storage or conveyance of stormwater within the City.</p> <p>This BMP will be implemented into the permit term and be updated to reflect the revised mapping requirements identified in the new permit.</p>
<i>Illicit Discharge Detection and Elimination (IDDE) and Enforcement Ordinance</i>	<p>The City will review current applicable ordinances and, if necessary, develop an ordinance which will address the issue of non-stormwater discharges in the City's storm sewer system. Elements of this ordinance will include, but are not limited to defining allowable discharges, setting policy as it pertains to violations, penalties, MPCA standards, and mitigation requirements.</p> <p>An ordinance was established; however will be updated with to include ERPS.</p>
<i>Illicit Discharge Detection and Elimination (IDDE) Program</i>	<p>The City will develop an illicit discharge detection program consisting of staff training in detecting, inspection procedures, and eliminating illegal connections to the storm sewer system. The City will also review the current educational activities undertaken by its staff to prevent illicit discharges from daily public works activities. These activities may include, but are not limited to, educational videos, training, and workshops.</p> <p>This BMP will be continued into the next permit term.</p>
<i>Public & Employee IDDE Information Program</i>	<p>The City or its designee will discourage illicit non-storm water discharges by educating the public (City residents, businesses, and staff) on its potential sources and effects as well as alternative uses for unwanted materials. This BMP includes providing information on recycling options, services, and programs within the City, such as drop-off sites for household hazardous waste. The City will also review the current educational activities undertaken by its staff to prevent illicit discharges from daily public works activities and other general City operations. These activities may include, but are not limited to, educational brochures, newsletters, videos, and workshops.</p> <p>This BMP will be continued into the next permit term.</p>
<i>Identification of Non Stormwater Discharges & Flows</i>	<p>City employees are trained how to identify illicit discharges and what corrective measures should be taken for those discharges identified as being significant contributors of pollutants.</p> <p>This BMP will be continued into the next permit term.</p>
BMP categories to be implemented	Measurable goals and timeframes
<i>IDDE Program Updates</i>	Update written procedures for illicit discharge inspections, investigations, and response actions. Develop a process to document information as described in the Permit (Part III.3.h) within 12 months following the date permit coverage is extended.
<i>Illicit Discharge Inspections</i>	Illicit discharge inspections will be completed during the

	<i>inspections of 20% of their MS4 outfalls, annual inspections of locations identified as high-priority outfalls, and staff will be trained to identify illicit discharges as they complete their daily job duties.</i>
<i>Illicit Discharge Investigation</i>	<i>As needed hire a contractor to televise a section of our sewer system, collect grab samples or perform other effective testing procedures to find illicit connection in the system.</i>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

C.4., The City will develop written procedures for receiving, documenting and storing citizen input as described in the permit (Part III.D.3.h). Procedures will be in place within 12 months following the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Joe Swentek, Project Engineer

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The City requires review of construction site erosion and sediment control (ESC) plans before projects begin, and work with contractors to ensure appropriate and correct use of erosion and sediment control BMPs on sites. The building inspection department and engineering is primarily responsible for checking compliance with construction site ESC plans.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):

- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
- b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
- c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
- d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☐ Yes ☒ No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2.c.: The City will develop written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public as described in the Permit (Part III.D.4.c). Procedures will be in place within 12 months following the date permit coverage is extended.

D.2.d.: City will develop written procedures for conducting site ESC inspections as described in the Permit (Part III.D.4.d). Procedures will be in place within 12 months following the date permit coverage is extended.

D.2.f.: City will develop written procedures for documenting stormwater related comments used to determine project approval as described in the Permit (Part III.D.4.f). Procedures will be in place within 12 months following the date permit coverage is extended.

D.2.g.: City will develop written procedures for retaining documents of site ESC inspections as described in the Permit (Part III.D.4.g). Procedures will be in place within 12 months following the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	<i>City staff will review and revise (if applicable) current City ordinances and codes annually for conformance to new or amended NPDES construction permit and/or watershed district erosion control standards.</i>
<i>Construction Site Stormwater Runoff Ordinance</i>	<i>This BMP will be implemented into the new permit term.</i>
	<i>Every applicant for a city permit to allow land disturbing activities must submit a project specific storm water management plan (if applicable) and/or erosion control plan to the City for review and approval. Construction permits will be required to meet MPCA NPDES Phase II guidelines for erosion and sediment control.</i>
<i>Construction Site Plan Review</i>	<i>This BMP will be implemented into the new permit term.</i>
	<i>The City will publish a phone number and provide a website in which residents can receive information, report violations, and respond to SWPPP issues. Reports of violations will be inspected within 24 hours of receipt by the City or on the next scheduled City work day. Hazardous material spills or discharges will be reported to the MPCA State Duty Officer within 24 hours of receipt by the City or identified by the construction site operator.</i>
<i>Procedures for Receiving Reports of Non-compliance</i>	<i>This BMP will be implemented into the new permit term.</i>
	<i>The City will provide training to its staff on proper erosion control, identification of problem areas, and the expectations of the Stormwater Pollution Prevention Plan (SWPPP) for construction site operations. City procedures for site inspections and enforcement actions will comply with NPDES Phase II construction permit guidelines.</i>
<i>Procedures for Site Inspections and Enforcement</i>	<i>This BMP will be implemented into the new permit term.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Prioritize Inspections</i>	<i>The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g., near sensitive receiving waters, projects larger than 5 acres).</i>
<i>Documentation Procedures</i>	<i>Develop written procedures to track and archive all plan review and inspection documents within 12 months following the date permit coverage is extended.</i>

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Joe Swentek, Project Engineer - Grading and Utility Installation Phase

Jim Grampre Building Official - Building Construction Phase

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

The City has a post-construction stormwater management ordinance that requires the utilization of BMPs for stormwater runoff from new and redevelopment projects, as well as to ensure the maintenance and operation of the stormwater

BMPs.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☐ Yes ☒ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.3., The City will develop written procedures for documentation of post-construction stormwater management as described in the Permit (Part III.D.5.c.). Procedures will be in place within 12 months following the date permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	<p><u>Structural</u></p> <p><i>The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction storm water management associated with new development and redevelopment projects. The City will also consider the implementation of low impact development practices if prudent and feasible. Existing applicable City ordinances and regulations concerning post-construction storm water management are referred to in 12.21 (subd 6) of the City code, City of Shakopee design criteria (resolution no. 6391) and the Comprehensive Stormwater Management Plan. The City will annually review and revise (if necessary) the current policies, requirements, and Best Management Practices specific to structural BMP's.</i></p> <p><u>Non-Structural</u></p> <p><i>The City may also improve the condition of parks, wetlands, and watersheds when the opportunity arises. Potential wetland restorations, native plantings, bank stabilization, detention ponds, and other best management construction projects will continue to be actively pursued by the City when the opportunity arises.</i></p> <p><i>This BMP will be amended to reference Shakopee's Chapter 16, Water Resource Management and be implemented into the new permit term. This will be updated within 12 months of extension of permit coverage.</i></p>
Development and Implementation of Structural and/or Non-structural BMPs	
	<p><i>The City will continue to use existing development review policies currently in place to minimize the negative impacts storm water runoff may have on water quality within the City. Utilizing these existing policies, all development proposals must address water quality, water quantity, erosion control and site grading, utilizing BMPs for each of these activities.</i></p> <p><i>This BMP will be amended to reference Shakopee's Chapter 16, Water Resource Management, which is going to be revised address the new volume control, TSS, and TP requirements</i></p>
Regulatory Mechanism for post-construction runoff from new development and redevelopment	

	<i>and be implemented into the new permit term. This will be updated within 12 months of extension of permit coverage.</i>
<i>Long-term operation and maintenance of BMPs</i>	<i>A long-term operation and maintenance program will be developed and implemented to reduce the discharge of pollutants from the City's outfalls. The City will update (as necessary) the BMP maintenance schedule as defined in the annual Public Works Department's work schedule.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Develop Written Procedures for Site Plan Review</i>	<i>Develop site plan review procedures that must be completed prior to the start of construction activity within 12 months of extension of permit coverage.</i>
<i>Document Pertinent Project Information</i>	<i>Maintain all related documents pertaining to each new or redevelopment project in more user-friendly filing system for better records management. Implement within 12 months.</i>

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Joe Swentek, Project Engineer

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City currently inspects its structural pollution control devices on an annual basis and inspects all of its outfalls, sediment basins and ponds every 5 years. The City inspects stockpiles, storage and material handling areas at the maintenance yard for potential discharges and maintenance of BMPs. The City is evaluating ways to reduce the use of road salt for winter road maintenance activities to reduce chlorides entering our water resources. The City sweeps streets twice annually.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

F.2.: The City will inventory, evaluate pollutants, and develop a map of facilities within the City of Shakopee. Only facilities that have pollutants of concern will be identified. This will be completed within 12 months of the date permit coverage is extended.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
	<i>The City's Public Works Department will develop and implement a pollution prevention operations and maintenance schedule consisted with the BMPs described within this MS4 permit and in BMPs 6a-2, and 6b-2 through 6b-9.</i>
<i>Municipal Operations and Maintenance Program</i>	<i>This BMP will be implemented into the new permit term.</i>
	<i>The City will brush or vacuum sweep streets a minimum of twice annually in an effort to reduce the amount of sediment and trash from reaching the storm sewer system.</i>
<i>Street Sweeping</i>	<i>This BMP will be implemented into the new permit term.</i>
<i>Annual Inspection of all Structural Pollution Control Devices</i>	<i>The City's Public Works Department will inspect all identified structural pollution control devices on City property and right-of-ways, and prescribe a maintenance schedule as necessary.</i>

	<i>This BMP will be implemented into the new permit term.</i>
<i>Inspection of 20% of Outfalls</i>	<i>The City will inspect all outfalls, 24" or greater, sediment basins and ponds within the City's storm sewer system. The results of these inspections will be compiled in a report which will include sediment levels, watershed information and recommended maintenance and maintenance schedules.</i> <i>This BMP will be implemented into the new permit term; however, will be revised to inspect all outfalls 12 inches or greater. These revisions will occur within 12 months of receiving permit coverage.</i>
<i>Annual Inspection of All Exposed Stockpile, Storage, and Material Handling Areas</i>	<i>City staff will annually inspect all exposed stockpiles and storage/material handling areas located on City owned properties.</i> <i>This BMP will be revised to complete quarterly inspections. These revisions will occur within 12 months of receiving permit coverage.</i>
<i>BMP Inspection and Maintenance Program</i>	<i>Determinations of repair, replacement, or maintenance measures shall be directed by the Public Works Director. All corrective maintenance, repair, and/or replacement measures shall be documented and recorded in the City's SWPPP.</i> <i>This BMP will be implemented into the new permit term.</i>
<i>Record Reporting and Retention of all Inspections and Responses to the Inspections</i>	<i>The Public Works Director will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. Records will be available, by request, to the public upon approval by the Public Works Director.</i> <i>This BMP will be implemented into the new permit term.</i>
<i>Evaluation of Inspection Frequency</i>	<i>The City will retain records of inspection results and any maintenance performed or recommended. After 2 years of inspections, the frequency of inspections may be adjusted at the discretion of the Public Works Director.</i> <i>This BMP will be implemented into the new permit term.</i>
<i>Road Salt Application Review</i>	<i>The City will review the practices and policies of road salt applications such as alternative products, calibration of equipment, inspection of vehicles and staff training.</i> <i>This BMP will be implemented into the new permit term.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Spill Prevention & Control Plans for Municipal Facilities</i>	<i>Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.</i>
<i>Training</i>	<i>Provide a presentation annually to generate Staff awareness of SWPPP regulations and to develop projects with appropriate BMPs applied.</i>
<i>Facility Inventory</i>	<i>Update facilities inventory to identify potential pollutants at each site. Create a map of all identified facilities and BMPs implemented to prevent detrimental impacts to water quality.</i>
<i>Pond Assessment Procedures & Schedule</i>	<i>In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds used for treatment of stormwater. Implement schedule in year 2-5</i>

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☒ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☒ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.5.b.2): The City of Shakopee does not have any known surface water intakes.

F.5.c. As part of the regulatory mechanism updates for (II.B.3.a.1) the City will provide a BMP to protect drinking water sources that the MS4 discharges may affect as described in the Permit (Part III.D.6.c). The amended ordinance will be placed on the City Council's meeting agenda for approval within 12 months following the date permit coverage is extended.

F.6. The City will develop a procedure for assessing ponds to determine TSS and TP effectiveness as described in the Permit (Part III.D.6.d) This study will develop procedures for determining TSS and TP treatment effectiveness of city-owned ponds used for treatment of stormwater. A schedule will be implemented in years 2 thru 5.

F.7., The City will develop written procedures for inspection of structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas as described in the Permit (Part III.D.6.f.). Procedures will be in place within 12 months following the date permit coverage is extended.

F.8., The City will develop and implement a stormwater management training program commensurate with each employees job duties as described in the Permit (Part III.D.6.g.). Procedures will be in place within 12 months following the date permit coverage is extended.

F.9., The City will develop written procedures to document inspections, mainenance, and training as described in the Permit (Part III.D.6.h.). Procedures will be in place within 12 months following the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Bruce Loney, Public Works Director

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No
1. If **no**, this section requires no further information.
 2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.
- This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program